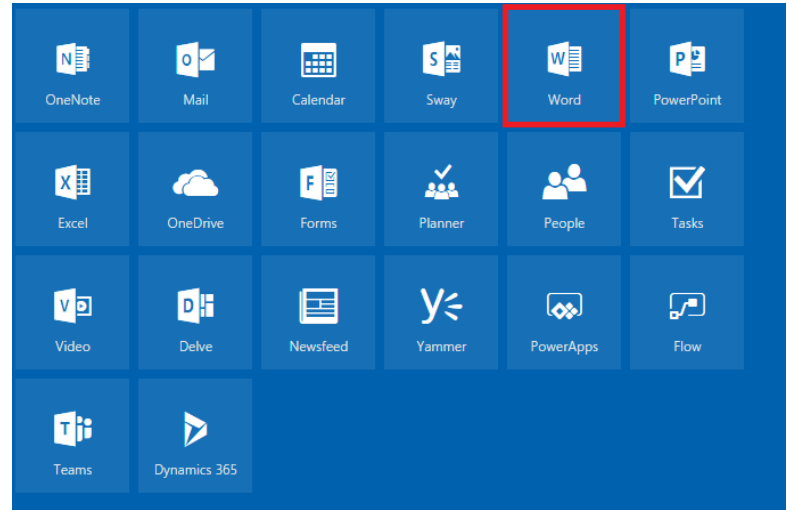
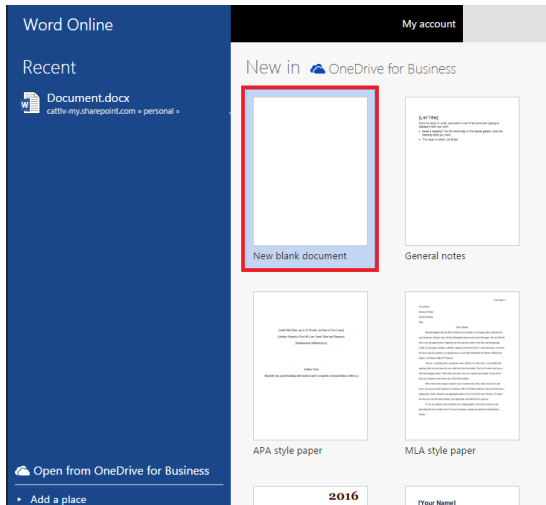


Best practice for writing anything that needs to be worked on over multiple days

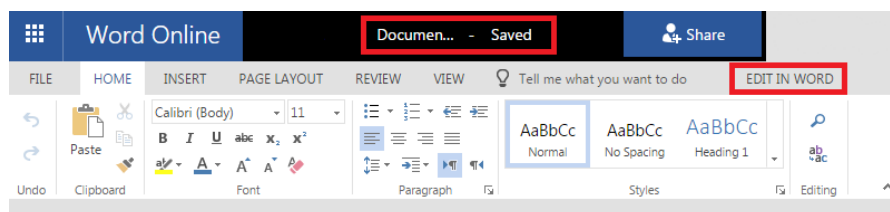
Hello

The creation of writing is very important. It has come to our attention that there is a need for some help when creating a document in Word and where to save it and/or open it. This help will assist in saving papers and working with them on multiple platforms and devices. The best practice for writing something that may take multiple days to complete is to login to Office 365 and click on the Word tile.

- 1) Click the Word tile
- 2) After clicking the “Word” tile, you will want to click on “blank document.”



- 3) Begin creating your document in Word online and it will AUTO SAVE to your Office365 account. What this means is that it will save to your Word Online as well as to your OneDrive. This gives you access to this document ANYWHERE.
- 4) First note that your document has Auto Saved. Next, click on the “Edit in Word” the top of the page.



- 5) This will then prompt you to open in 1 of 2 locations depending on your device.
 - a. If you are on a desktop or laptop computer: it will prompt you to open on the desktop software version of Microsoft Word. It may come up with a “scary” warning screen that says “Some files contain viruses that can be harmful to your computer. It is important to be certain that this file is from a trustworthy source.” – Click YES to open this in the desktop version of Word.
 - b. If you are on an iPad: there will be no prompt to edit in Word. You will need to go into the Word App -> click Open -> OneDrive -> your document will be on the right hand side. If it does not appear: pull down from the top and refresh the list.
- 6) Once you are editing in Word, after you have followed the above steps, it will now save to your Office365 account automatically.

With this work procedure, users will be able to adjust their paper in the Word app on their iPad, the desktop application of Microsoft Word, as well as online in Word.

When working on a desktop/laptop in the desktop version of Word or on the iPad in the App version of Word you DO NOT need an Internet connection to work on a document. You do however need an Internet connection to save it into the cloud so you can access it on all platforms: iPad, desktop/laptop, online.

The old method of writing papers was:

- 1) To login to a desktop or laptop computer
- 2) Double click on the Word desktop icon and start typing
- 3) Save paper to the "H" drive

This method can still work but outside of the district with no connection to our network users will NOT have access to their H Drive. This method also does not allow for users to access their documents on their iPads as the iPads do not have access to our local H drives.

For those of you that have saved documents to your H drives and would like to be able to access them as mentioned above you have 2 options:

- 1) Drag and drop: you can drag & drop them into your OneDrive and then begin editing them as mentioned above
- 2) Upload: click upload in your OneDrive and manually search/find your documents and upload them

